

Attachment No. 2

Phone: ____ - ____ - ____
Fax: ____ - ____ - ____

[Date]

[DOE Contracting Officer's Representative]
U.S. Department of Energy
9800 South Cass Avenue
Argonne, IL 60439

RE: [Case Name]
[Case No.]

Dear Mr./Ms. [Contracting Officer's Representative]:

Enclosed is a copy of a Complaint served on the Contractor on [Date served on Contractor]. The Plaintiff, [Name of Plaintiff], was [Brief description of relationship to the contractor (e.g., subcontractor)], and was [Brief description of Plaintiff's business with the contractor (or wherever the occurrence took place) on the date of the occurrence]. Plaintiff alleges [Describe allegations and damages sought]. The Contractor has attempted to settle Plaintiff's claim [Describe any previous negotiations with Plaintiff in an attempt to resolve the matter], however, the parties failed to reach a settlement.

The Contractor would like to retain the services of [Law Firm Name]. The Contractor believes that not only does [Law Firm Name] have a demonstrated proficiency in [area of law], but also [state any other justifications for using the law firm, (e.g., that firm would maximize its efficiency since it is already representing the Contractor in another similar matter; has competitive billing rates or fee arrangements; has a familiarity with Contractor or similar operations; has experience in the venue; has no irreconcilable conflicts of interests; has demonstrated successful experience with alternative dispute resolution...)]

We propose to engage the firm pursuant to the provisions of DOE regulation at 10 CFR Part 719. If you are in accordance with our recommendation to engage [Law Firm Name], please so indicate by signing on the approval line of this letter and returning a copy to me.

If you have any questions regarding this matter, please call me.

Very truly yours,

[Name of Contractor Attorney]
[Title of Attorney]

XX/xx

Enclosures
cc: [Contracting Officer]

APPROVED: _____
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